

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

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## SUPPLEMENT 1

### OFFICIAL USE OF MOTOR VEHICLES AT INTERNATIONAL LOCATIONS

#### 1. PURPOSE

This supplement provides additional policy for the official use of motor vehicles at international locations.

#### 2. POLICY

- a. In addition to Federal policy, MRP personnel stationed at international posts will follow local rules, as prescribed in writing by the U.S. Embassy in the applicable country.
- b. Official use of motor vehicles means the transportation of MRP employees and things directly related to, or of direct benefit to, the transaction of official business of the U.S. Government. It also includes transportation of MRP employees to and from official functions.
- c. Other authorized uses means transportation for employees and their dependents to and from medical and recreational facilities, schools and other such uses as determined necessary when public transportation is unsafe or unavailable. **This is not a right or entitlement of any MRP employee.**
- d. Government vehicles may be made available for use by employees, on a case-by-case basis, but only when the good of the service is determined to be paramount. Some examples when the privilege can be extended to employees are:
  - (1) When a privately owned vehicle has not arrived in a country.
  - (2) When shipment of a privately owned vehicle is prohibited at the post.
  - (3) For security risk reasons, i.e., riots, civil war, kidnapping risk, or other instances when public transportation has been determined to be unsafe by the Embassy.
  - (4) To transport dependents to the hospital for emergency treatment.

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### **3. APPROVAL PROCESSES**

A written request will be prepared, prior to actual use, when an employee desires to use a vehicle for "other authorized uses," and will be approved by the immediate supervisor. A copy will be forwarded to the VAO.

The request will state the justification/purpose for the "other authorized use," the timeframe (time out and time back), insurance carrier, if required, and signature of the employee.

See chapter 3, supplement 3, for insurance guidelines.

### **4. COLLECTING AND DEPOSITING MILEAGE CHARGES**

- a. Employees incurring charges for "other authorized uses" will write a personal check at the end of the month, payable to USDA-APHIS, AMS or GIPSA. The payment will be forwarded to the Minneapolis Business Site, Claims and Payments, for deposit. MRP Form 94, Record of Public Funds Received, will be used. Funds so collected will be credited to the program and will again become available for payment of vehicle maintenance costs. Payments must cite the appropriate accounting codes.
- b. No charges will be incurred for the following:
  - (1) Transportation of dependent children to and from school.
  - (2) Transportation of employee and dependents to the hospital for emergency medical care.
- c. Mileage at the prevailing rate per mile will be charged when an official vehicle is used for the employee's convenience, under authorized circumstances. This includes:
  - (1) When an employee's personal vehicle has not arrived at the post.
  - (2) Transportation of employees and their dependents to and from recreation facilities.
  - (3) Transportation of employees and their dependents to and from medical facilities for routine medical treatment.

The above three uses are only examples of those for which mileage charges will be made. This applies to GOVs as well as any other vehicle provided to an MRP employee, such as cooperator-provided or jointly owned vehicles.